



## 2016-2017 STAR OF THE NORTH FELLOWSHIP

OFFICE OF THE COMMISSIONER, DEPARTMENT OF ADMINISTRATION

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The [Department of Administration](#)'s Office of the Commissioner is seeking a full-time Star of the North Fellow.

### OVERVIEW:

This fellow will be essential in the Department of Administration's promotion of excellence in public service and will report to the Assistant Commissioner for External Relations, Policy, and Planning. In collaboration with the department's Senior Leadership Team, this position will have the opportunity to work on special projects that cross all divisions in the department (e.g., Financial Management and Reporting, Real Estate and Construction Services, Plant Management, Risk Management, Fleet and Surplus Services, etc.).

In addition, this position may be asked to work with individual business units to identify potential areas for continuous improvement activities or support decision-making with data analysis on special projects as directed by the Commissioner of Administration. This position may build financial models for business unit rate setting (e.g. Parking Fees, Lease Rates, etc.), engage in public service redesign projects, perform policy analysis and development, engage in statistical and data analysis, or other tasks as needed.

This position will have the unique ability to engage directly in public administration from an executive perspective. The agency has an extremely diverse portfolio – archaeology to risk management – and the position will support those divisions in providing essential services to state agencies, the legislature, local government, citizens, and the media. It will be a great opportunity to learn and implement strategic communications for complex policy issues both inside and outside government.

### WHAT WE REQUIRE:

- Recent graduate of a graduate program or law school with a degree conferred in 2015 or by July 1, 2016 in the field of:
  - political science
  - public policy
  - public affairs
  - public administration
  - or related field
- Must be a critical thinker.
- Must have strong writing and communication skills.

This position requires the ability to act jointly and independently when setting goals and priorities for the projects assigned, and must have the ability to solicit input from a variety of perspectives and integrate information into clear and understandable messages for Minnesota consumers.

### ADDITIONAL INFORMATION:

Must be prepared to participate on a full-time basis (40 hours per week) for one year beginning July 1, 2016. Normal work hours are 8:30 – 5:00 pm Monday-Friday but a flexible schedule is required.

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The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.